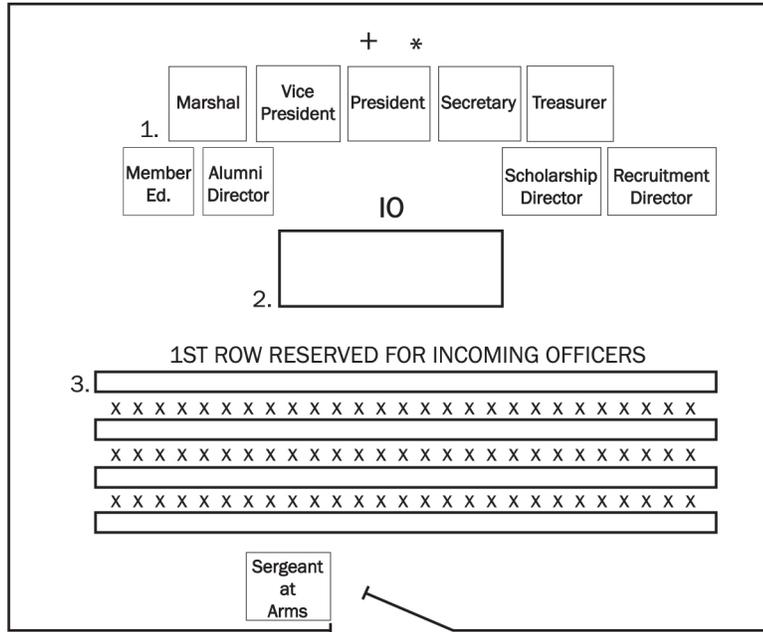


Instructions – Installation of Chapter Officers Ceremony



- Key
- 1. Officer Chairs
 - 2. Table
 - 3. Rows of Chairs
- + = American Flag
 * = Chapter Flag
 x = Brothers Seated

EQUIPMENT

- Bible
- Coat-of-Arms Replica
- Candles (2 – new, tapered)
- Candle Holders (2)
- Cardinal & Yellow Tea Roses (optional)
- Charter (if available)
- Draping (Black) for Table
- Flag Stand – with large American Flag
- Flag Stand – with large Fraternity Flag with Chapter Designation
- Gavel
- Officer Certificates (Available through Alpha Sigma Phi Headquarters)
- Table for the Installing Officer (IO)
- President’s Badge

ROBES

- Officer Robe – Purple (1)
- Officer Robe – Red (1)
- Officer Robe – White (1)
- Officer Robe – Blue (7)

Instructions – Installation of Chapter Officers, cont.

SETTING

- Each officer is seated as indicated.
- Small, draped table holding Bible, open to Psalm 133, and two candles in holders, one on each side of the Bible. Chair for IO at table.
- Rows of chairs should be arranged for members and guests. The first row is reserved for the incoming officers.
- Room is not in darkness; however, subdued lighting is appropriate.
- Current H-Officers should be wearing their respective robe. A description of the robes and their officer assignment can be found in the Ritual Manual.
- Certificates for each new officer are on the table.

PRESENTATION

- The IO may be the Immediate Past Chapter President, a Grand Chapter Advisor, a National Officer, alumnus, or other special guest.
- A podium may be used for the IO instead of a table.
- Music may be played during entrance of previous officers, new officers, and the IO. The tone of installation may be likened to a graduation ceremony.
- The President badge is larger than a membership badge, and is a replica of Founder Louis Manigault's badge. The badge is the property of the chapter and is handed down from President to President.
- A short speech by the incoming President is appropriate at the end of the Installation Ceremony to outline his plans for the year ahead.
- If the chapter presents special awards for the retiring President or others who have done outstanding jobs, these may be presented at this time.
- A reception with light refreshments may be planned to follow the installation to honor the new officers.
- Chapters are encouraged to invite alumni, administrators, parents, and others to the installation.
- A press release may be made available prior to and after the ceremony to inform others of the serious nature and high ideals of the Fraternity. A sample press release is available on the Fraternity website.

Installation of Chapter Officers Ceremony

- Certificates must be ordered two weeks in advance from Fraternity Headquarters. The certificates contain the charge for each officer. The IO can read the charge from the certificate and present it to the new officer if available.
- It is recommended to frame certificates prior to the Installation Ceremony. Each officer is encouraged to display the certificate of office with pride.

Music may be played as all incoming officers, members, and guests are seated. When all is ready, the retiring officers enter single file and take their respective stations. The President then raps the gavel five times, and all rise. The IO enters and shakes hands with the President. The IO lights the candles at the table and then stands in front of his chair. IO raps the gavel three times, and all are seated.
Special Note: *If this ceremony is conducted during a regular chapter meeting, it should be performed during Old Business.*

IO: Brother Officers. Your term now comes to an end. Yours has been the responsibility of leading and guiding our chapter. The brotherhood extends its appreciation for your efforts.

Please remove your robe and place it on your chair before joining the members of your chapter.

All retiring officers return to empty seats among the brothers. IO begins applause. Once applause has ended he continues:

IO: Officers-elect, you have been duly elected by this chapter of Alpha Sigma Phi Fraternity to be her officers during the coming term. She has chosen you, considering you fully competent to perform the respective duties she has delegated to you, and has reposed in you full confidence and yielded to you the secrets of the Society.

It is superfluous to say her welfare is largely in your hands. This is a sacred trust and one that should not rest lightly upon you. In committing this to you, she has also conferred upon you the highest honor she has to give. Let this responsibility be rightly appreciated and let it spur you onward in your efforts for her success.

IO: I now call forward the newly elected Membership Education Director.

IO: *[Names new officer by name]* – Membership Education Director. He serves to nurture the lifeblood of our Fraternity, reminding us all that engaged, educated and well-mannered new members are the foundation of our Society. He helps guide new members, as well as those recently initiated, in their education and stewardship of the Fraternity's Values. His actions ensure that new members discover their true potential and passion and that they emerge from the Alpha Phase with great pride in their hearts for the Old Gal.

The official certificate is given to the new Membership Education Director. The IO shakes hands with the new Membership Education Director and greets him by name and the title of his new position. The new Membership Education Director is given his H-Officer robe and is seated at his respective station. (This procedure is repeated by each new officer.)

IO: I now call forward the newly elected Alumni Director.

IO: *[Names new officer by name]* – Alumni Director. Alpha Sigma Phi is a trust handed from one generation to another. Membership is a lifetime experience. He works to help prepare undergraduate members for their alumni experience through the Phi Phase of Membership Education. He makes us ever mindful of the fact that the chapter includes all men initiated—not just the undergraduate members. He coordinates with the Alumni Association, on activities and events. He assists the Secretary with communications distributed to the entire membership. He maintains a membership database and roster. He assures a warm brotherly welcome to all members at all times.

IO: I now call forward the newly elected Recruitment Director.

IO: *[Names new officer by name]* – Recruitment Director. He promotes the vitality of the Fraternity through the execution of the chapter's recruitment program and by supporting each of us as we collectively work to achieve our recruitment goals. After all, bringing new members into this chapter and our Fraternity is the responsibility of every member. He serves as the Fraternity's representative to all Interfraternity and Greek Council recruitment meetings. His actions ensure a strong undergraduate membership and perpetuate the life of the Old Gal. He represents the best of Alpha Sigma Phi to the entire

campus and Greek community. Recruitment planning and the future of the chapter are in his trust.

IO: I now call forward the newly elected Scholarship Director.

IO: *[Names new officer by name]* – Scholarship Director. Founded as a literary society, Alpha Sigma Phi seeks the development of strong intellects and the appreciation of sound learning. He guides the chapter in the selection of men of high academic potential. He works to provide the proper environment for serious study. He provides aid for those with difficulties. He assists the chapter in ever improving its academic achievements and in the proper recognition of those achievements. He works to guide the chapter in opportunities for greater growth through guest speakers, forums, and cultural events.

IO: I now call forward the newly elected Sergeant-at-Arms.

IO: *[Names new officer by name]* – Sergeant-at-Arms. He guards the outer door from those who would expose our secrets. He preserves those items that reflect the history of the chapter and maintains the ceremonial equipment. He assists in the presentation of our rituals and stands ready to present them should the need arise. He is the Chairman of the Standards Board, ensuring that the actions of all of our members are consistent with our Values, our governing documents and the policies of our Fraternity.

IO: I now call forward the newly elected Marshal.

IO: *[Names new Officer by name]* – Marshal. Every brother since 1845 has shared our ceremonies. The Marshal is entrusted with the responsibility to maintain the dignity of our ritual, which teaches well our ideals that seek *To Better the Man*. He assists in opening each meeting of the chapter. He directs the ritual exactly as it is done across the country. After the Initiation Ceremony, he guides new brothers in gaining a deeper understanding of our symbols and traditions by conducting a Ritual Education program.

IO: I now call forward the newly elected Secretary.

IO: *[Names new officer by name]* – Secretary. He is charged with preserving our history by recording the minutes and proceedings of the chapter with accuracy and fullness,

providing copies of them to those in positions of authority and to the membership as deemed necessary. He is to call the roll. He is to maintain proper files and roster books of the chapter. He is charged with reading to the chapter all official communication and responding promptly. He provides regular reports to the publications of Alpha Sigma Phi. He provides news of the chapter to the campus and community. He ensures the chapter's newsletter is issued with frequency. And he maintains an annual album to record the chapter's honors, accomplishments, and activities to ensure the legacy we leave will be forever etched in the history of our chapter.

IO: I now call forward the newly elected Treasurer.

IO: *[Names new officer by name]* – Treasurer. Being treasurer is a great trust. He is the Chief Financial Officer of the chapter. In conjunction with the President, the treasurer takes charge of chapter funds. It is his responsibility to keep accurate records of all dues, debts, bills, and obligations due to the chapter. The treasurer keeps the chapter's books current and is responsible for reporting these records to Fraternity Headquarters and to others who provide services to the chapter. He supervises the Fundraising Director and House Manager. The treasurer guides the chapter in its business-like operation of being a brotherhood. We therefore earn the respect of the outside world and perpetuate the chapter with his guidance.

IO: I now call forward the newly elected Vice President.

IO: *[Names new officer by name]* – Vice President. As Vice President, he is to supervise the official work of the Brotherhood Development Director, Social Director, Risk Management Director, Athletic Director, Service Director, Philanthropy Director and Family Relations Director. He is responsible for executing the Sigma Phase of Membership Education. He assists the President in conducting the affairs of the brotherhood and in his absence, performs the duties of the President when called upon.

IO: I now call forward the newly elected President.

IO: *[Names new officer by name]* – President. As President, he has general supervision of the brotherhood, and the final authority, subject to parliamentary procedure, the Constitution and Bylaws of the Fraternity and of the chapter.

He is the Chairman of the Prudential Board and directly supervises all H-Officers. He sets the tone of the brotherhood. He assures that no new member or brother is demeaned in any manner. He seeks the counsel of advisors, alumni, and officials of the Fraternity as well as the university. He assures proper representation of the chapter at all regional and national meetings.

He is ever watchful of internal social and business relations, seeking to preserve the harmony and well being of the Society and reconciles such minor differences as may arise. He assures completion of all reports. He provides training for future leadership, and he works to ensure that the chapter may properly reflect its purpose *to Better the Man*.

The IO directs his following remarks to the members in the audience:

IO: The officers-elect are in place. Will all other brothers please stand?

Brothers, you have heard each officer-elect charged with the duties of his office. You have chosen these men to lead this chapter. Do you promise to support their efforts on behalf of this chapter by your actions and in the spirit of brotherly love? If so, say "We Do".

All: We do. *[In unison]*

The IO walks to the other side of the table and with his back to the audience, faces the newly-elected officers sitting at their stations.

IO: Officers-elect please rise. Raise your right hand.

Do you promise upon your honor as a man and within the circle of this brotherhood to support the Constitution and Bylaws and rules and regulations of this chapter and the National Fraternity; to obey all legal orders given you hereunder; and to transmit to your successor the properties of this chapter entrusted to you together with the duties of your office? If so, say "I Do!"

Officers-elect: I do. *[In unison]*

The IO, gavel and President Badge in hand, escorts the new President to the charter of the chapter.

IO: By virtue of the authority vested in me, I pronounce you duly installed officers of this chapter.

And I give unto your trust the charter of (Greek designation of chapter) Chapter of Alpha Sigma Phi. May the tenets of Alpha . . . of Sigma . . . and of Phi . . . guide your administration.

Brother President, I give unto your hands the badge and gavel of your office.

The IO pins the President Badge on the President, hands him the gavel, and takes a seat in the front row. Applause is appropriate. The new President may make an inaugural address to the group at this time. When finished, the President gives the gavel one significant rap.

End of Installation of Chapter Officers Ceremony